

2.4 List of Documents That Must Accompany Each Action.

For this nature of action code,	This is the usual documentation you must send with the P-1 to ROOM 531, 5TH FLOOR, 200 FAIR OAKS LANE*			
	None	PD	Form DPT or Diploma	Letter of Justification/Request
A1_ Appoint				If appointed by Governor, see Personnel Manual example letters #22 or #24.
A16 – Returning Retiree				Form Signed by Appointing Authority
A17 – Returning Retiree				Form Signed by Appointing Authority
A2_ Reinstate				Reinstatement Certificate.
A23 Reinstate, Agreed Order				Agreed Order
A3_ Reemploy	X			No documentation required unless otherwise requested.
A4_ Trans In				Requires Transfer Form #20. (Certain classified employees require a letter pursuant to KRS 12.050-- See Personnel Manual for example letter #22.)
C11 Reclass, higher grade & base		X		No documentation required unless otherwise requested.
C13 Reclass, same grade & salary		X		No documentation required unless otherwise requested.
C14 Reclass, lower grade, same salary		X		No documentation required unless otherwise requested.
C21 Realloc, higher grade & base		X		See Personnel Manual
C23 Realloc, same grade & salary		X		See Personnel Manual
C24 Realloc, lower grade, same salary		X		See Personnel Manual
C25 Realloc, higher grade, same salary		X		See Personnel Manual
C3_ Grade Chg	X			No documentation required unless otherwise requested.
C51 Title Change/Title Code	X			No documentation required unless otherwise requested.
C52 Agreed Order/Title Chg				Agreed Order
E10 Invol. Trans, same cab., diff dept				See Personnel Manual for example letter #8 or #9.
E11 Vol Trans, same cab, dept				See Personnel Manual for Transfer Form #20.
E12 Vol Trans, same cab, diff dept				See Personnel Manual for Transfer Form #20.
E13 Trans w/title chg, same cab, dept				See Personnel Manual for Transfer Form #20.
E14 Trans w/title chg, same cab, diff dept				See Personnel Manual for Transfer Form #20.
E16 Invol Transfer, same cab, dept				See Personnel Manual for example letter #8 or #9.
E21 5% per pay grade or new minimum **	X			No documentation required unless otherwise requested.
E30 Demote, lower grade, same or lower salary, involuntary				See Personnel Manual for example letter #10.
E31 Demote, lower grade, same salary, voluntary				See Personnel Manual for demotion form #20. Requires letter of justification for salary retention.
E32 Demote, lower grade, lower salary, voluntary				See Personnel Manual for demotion form #20.
E33 Demote, same grade & salary				See Personnel Manual for demotion form #20

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**5% per pay grade or new minimum for Classified (position shall be established prior to promotion). If unclassified, 5% or to the new minimum or 5% per grade.

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	None	PD	Form DPT or Diploma	Letter of Justification/Request
E41 Reorg, Executive Order	X			No documentation required unless otherwise requested.
E42 Reorg, Administrative Order	X			No documentation required unless otherwise requested.
E43 Reorg, Legislation	X			No documentation required unless otherwise requested.
E44 De-org, Not Ratified by Legislation	X			No documentation required unless otherwise requested.
E51 Detail to Special Duty				Letter of Justification required.
E61 Reversion from detail, promotion, unclassified service.				No documentation required unless otherwise requested. If employee is being reverted from promotion, see example letter #11 in the Personnel Manual. If not, there should be a request from the employee. If employee is being reverted from the unclassified service, there should be a notice from the agency to the employee, or a request to do so from the employee.
E71 Establish position		X		No documentation required unless otherwise requested.
E72 Abolish position	X			No documentation required unless otherwise requested.
E81 Correct/redo position #	X			No documentation required unless otherwise requested.
E82 Pos # Chg Other	X			No documentation required unless otherwise requested.
G13 Annual inc. only, merit & non-merit	X			No documentation required unless otherwise requested.
G21 Pro Incse	X			No documentation required unless otherwise requested.
G31 Educational Increase			X	No documentation required unless otherwise requested.
G41 Start Shift/Weekend Premium	X			No documentation required unless otherwise requested.
G42 Stop Shift/Weekend Premium	X			No documentation required unless otherwise requested.
G51 Salary Change				Remarks required.
G53 Adj for Continuing Excel (ACE)				Letter of Justification required.
G54 Emp. Recognition Award (ERA)				Letter of Justification required.
G55 Salary Adj. Due to New Appt Sal	X			No documentation required unless otherwise requested.
G57 Salary Adjustment	X			No documentation required unless otherwise requested.
G61 Pay Type, Hourly to Salary	X			No documentation required unless otherwise requested.
G62 Pay Type, Salary to Hourly	X			No documentation required unless otherwise requested.
K1_ Suspend				Notice of Suspension. (See Personnel Manual for example letter #5, 6, or 7.)
K20 Suspend Other				Notice of Suspension. (See Personnel Manual for example letter #5, 6, or 7.)
M11 Social Security Number Chg	X			No documentation required unless otherwise requested.
M21 Chg employee status	X			No documentation required unless otherwise requested.
M22 Chg employment type	X			No documentation required unless otherwise requested.
M23 Chg position merit status	X			No documentation required unless otherwise requested.
M24 Chg work county				Letter from Employee. (See Personnel Manual for example letter #23.)

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	None	PD	Form DPT or Diploma	Letter of Justification/Request
M25 Chg Fund Source	X			No documentation required unless otherwise requested.
M26 Chg FLSA/OT Code	X			No documentation required unless otherwise requested.
M27 Chg Retirement Code	X			No documentation required unless otherwise requested.
M3_ Chg Pers Stat	X			No documentation required unless otherwise requested.
M41 Temp Overlap	X			No documentation required unless otherwise requested.
S1_ Return without pay	X			No documentation required unless otherwise requested.
S31 Return from Suspension				Notice of Suspension. (See Personnel Manual for example letter #5, 6, or 7.)
S5_ Return with pay	X			No documentation required unless otherwise requested.
W11 Military leave without pay	X			No documentation required unless otherwise requested.
W12 Educational leave without pay				No documentation required unless otherwise requested.
W13 Government service leave w/o pay				Letter of Justification required.
W14 Special assign. leave without pay				Letter of Justification required.
W16 Sick leave without pay	X			No documentation required unless otherwise requested.
W17 Other leave without pay				Letter of Justification required.
W18 Best interests of State leave w/o pay				Letter of Justification required.
W31 Leave with pay- Educational				Letter of Justification required.
W41 Special, For Investigative Purposes				See Personnel Manual for example letter #13.
Y01 Transfer out (appoint auth. chg)				See Personnel Manual for Form #20.
Y02 Time-Limit Termination	X			No documentation required unless otherwise requested.
Y03 Terminate				Letter of Justification required.
Y04 Terminate				Initial Probation – Letter #4 Justification
Y1_ Resignation (Other)				Signed letter from employee.
Y2_ Resignation				Signed letter from employee.
Y3_ Retirement				Signed letter from employee.
Y4_ Dismiss				Notice of Dismissal. (See Personnel Manual for example letter #1, 3, or 4.)
Y5_ Dismiss (Other)				Notice of Dismissal. (See Personnel Manual for example letter #1, 3, or 4.)
Y6_ Layoff				Notice of Layoff required.
Y7_ Death	X			No documentation required unless otherwise requested.

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SUBMITTING APPLICATIONS WITH P-1S

DO NOT SEND any applications with the following P-1 actions:

1. Register Appointments
2. Internal Mobility Promotions
3. Re-instatements
4. Re-employments
5. Transfer with Title Change
6. Demotions
7. Reclassifications

Non-Merit Policy Makers - If the employee is currently working and has an application on file that is less than two years old, you will need to send an Update Sheet. If the application is more than two years old, you will need to submit a new application.

Executive Secretaries - If the employee is currently working and is already in or is going to the Executive Secretary series, there is no need to send an application for these actions.